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A G R E E M E N T

BETWEEN

Irvington General Hospital

AND THE

IRVINGTON GENERAL HOSPITAL

EMPLOYEES' ASSOCIATION

Effective: ~~X~~ January 1, 1982 through December 31, 1983

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ARTICLE I (1) PREAMBLE

1. Agreement made and entered into this 18th day of December, 1981 by and between Irvington General Hospital, 832 Chancellor Avenue, Irvington, N.J. 07111 (hereinafter "EMPLOYER") and Irvington General Hospital Employee's Association, 832 Chancellor Avenue, Irvington, N.J. 07111 (herein after "ASSOCIATION").

2. Whereas, the Irvington General Hospital has an obligation pursuant to Chapter 123, Public Laws of 1974 to negotiate with the ASSOCIATION as the representatives of employees hereinafter designated with respect to the terms and conditions of employment; and

Whereas, the parties, through negotiations in good faith, have reached certain agreements which they desire to set forth in this collective negotiation agreement;

Now, therefore, in consideration of the following mutual covenants and other good and valuable consideration, the EMPLOYER and the ASSOCIATION agree:

ARTICLE II (2) RECOGNITION

1. The EMPLOYER recognizes the ASSOCIATION as the sole and exclusive collective bargaining representative of all full and part-time employees employed an average of twenty (20) hours per week or more, exclusive of Administration, Administrative Staff, Confidential Employees, Department Heads, Supervisory Staff, Registered Nurses, Graduate Nurses, Licensed Practical Nurses, and per diem employees.

2. Whenever the word EMPLOYEE is used in this Agreement, it shall be deemed to mean the employees in the bargaining unit.

3. Upon the signing of this Agreement, the EMPLOYER shall furnish the ASSOCIATION with a copy of a list of their employees covered by this Agreement. This list of employees in the bargaining unit is to contain the following information: employee's name in order of seniority, date of hire and rate of pay. The EMPLOYER shall supplement this list at six (6) month intervals to keep it up to date as far as practicable.

At the time a new bargaining unit employee, as defined in this Agreement, is hired, the EMPLOYER shall deliver to said bargaining unit employee, with a copy to the Association representative, a written notice that the employer recognizes and is in contractual relations with the Association.

4. Part-time employees working an average of twenty (20) hours per week or more shall be included with the bargaining unit and shall receive all benefits including but not limited to fringe benefits on a pro-rated basis.

Part-time employees shall be designated as more or less than twenty (20) hours per week employees upon hiring.

Twice annually, in July and December, the EMPLOYER shall average the hours of part-time employees working less than twenty (20) hours per week. If the average equals or exceeds twenty (20) hours per week, then the employee shall receive fringe benefits on a pro-rated basis.

The ASSOCIATION shall be informed of the data contained in the part-time calculations referred to in this section.

5. The EMPLOYER shall notify the ASSOCIATION with five (5) working days of any new bargaining employees hired and said notification shall include the following information: employee's name, date of hire, job classification, and rate of pay.

6. It is agreed that per diem employees shall not be employed more than ninety (90) consecutive calendar days in any individual position unless in an emergency, in which case the ASSOCIATION shall be notified that an emergency exists.

ARTICLE III (3) SEPARABILITY

1. It is understood and agreed by the parties that if any of the provisions of this Agreement or the application thereof shall be held invalid as a matter of law, the remainder of this Agreement or the application shall not be affected thereby.

ARTICLE IV (4) NO DISCRIMINATION

1. Neither the EMPLOYER nor the ASSOCIATION shall discriminate against or in favor of any employee on account of race, color, creed, national origin, political belief, sex, age, handicap, or Association membership.

ARTICLE V (5) NEGOTIATION PROCEDURE

1. This Agreement incorporates the entire understanding of the parties on all issues which were, or could have been, the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

2. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974 in good faith effort to reach an Agreement on all matters concerning the terms and conditions of employment. Such negotiations shall not begin later than October 1st of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all members of the negotiating unit as set forth in ARTICLE I herein, and shall be reduced to writing, be signed by the EMPLOYER and the ASSOCIATION and be adopted by the Hospital.

3. Time for negotiations will be mutually agreed upon by the ASSOCIATION and the EMPLOYER. Up to seven (7) members of the ASSOCIATION Negotiation Committee shall receive their customary rate of pay for the time spent at the negotiations, provided such negotiations take place during the employee's regularly scheduled shift.

4. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing only, excuted by both parties.

ARTICLE VI (6) MANAGEMENT RIGHTS

1. This Agreement shall not affect, limit or restrict the rights, power, or authority of the Irvington General Hospital to direct its work force, the performance of services in the Hospital, or the assignment of work, or its other rights as employer, including but not limited to, the right to hire, fire, suspend, transfer, classify or assign employee for economic, administrative or other reasons.

2. This Agreement shall not restrict, limit, derogate from or affect the rights, power or authority of the Irvington General Hospital (or the governing Board thereof), under the law to determine, establish, administer and carry out policies, practices and procedures or adopt rules, regulations and orders in relation to the Hospital or in the discharge of their functions under the law; it is understood that should proper discharge by the Hospital (or governing Board thereof) of their responsibility under the law to operate the Irvington General Hospital according to the best interest of the public health require, in their discretion, the adoption and execution of particular policies, practices and procedures; the same may be adopted and carried out.

3. It is understood that this Agreement, in its execution, its interpretation, and its effect, shall generally be subject to the provisions and requirements of the law as it may from time to time exist. Any provisions of this Agreement which may at any time be in conflict with any governing, federal, state or local law shall be, and herein is, deemed modified, amended and/or waived to conform with such law.

ARTICLE VII (7) ALTERATION OF AGREEMENT

1. No Agreement or amendment shall be binding on any of the parties hereto, unless such Agreement is made and executed in writing between the parties.

ARTICLE VIII (8) COMPLIANCE WITH RULES, REGULATIONS AND ORDERS OF THE HOSPITAL

1. There shall be full and faithful compliance by employees with all rules, regulations and orders of the Hospital and there shall not be caused, encouraged, or participated in any stoppage or interruption of work in the Hospital, during the term of this Agreement.

ARTICLE IX (9) EMBODIMENT OF AGREEMENT

1. This document constitutes the sole and complete Agreement between the parties, and embodies all the terms and conditions governing the employment of employees in the unit. The parties acknowledge that they have had the opportunity to present and discuss proposals on any subject which is (or may be) subject to collective bargaining. Any prior commitment or agreement between the EMPLOYER and the ASSOCIATION or any individual employee covered by this Agreement is hereby superseded.

ARTICLE X (10) HOURS OF WORK

1. The full time employee's regular work period shall be designated by the Hospital and shall be a consecutive period of fourteen (14) calendar days. Straight time hourly rates shall apply up to a maximum of eighty (80) hours bi-weekly pay period, eight (8) hours per day. All work in excess of eight (8) hours per day or eighty (80) hours per bi-weekly pay period shall be paid for at the rate of one and one-half ($1\frac{1}{2}$) times the basis straight time hourly rate.

2. Each full time employee shall receive four (4) days off each bi-weekly pay period; provided that the days off may be split or rotated according to the Hospital's personnel needs and/or the employee's requests without penalty.

3. The immediate supervisor shall assign a one-half ($\frac{1}{2}$) hour paid lunch period for each employee under their jurisdiction. The paid lunch period constitutes working time and is part of, not in addition to, the regular eight (8) hour day.

4. The immediate supervisor of each department shall keep accurate and current records of attendance and absence of all employees under their supervision. He or she shall complete and submit the reports to the Coordinator of Employee Relations of the Hospital on the approved form.

5. *Shift Differential - The EMPLOYER shall pay a shift differential as listed below. Said differential shall apply only to those employees whose normal tour of duty begins on or after 3:00 PM but before 5:00AM. Part-time employees in the listed classification shall receive a pro-rated shift differential.

<u>Job Classification</u>	<u>Shift Differential Per Year</u>
(a) Admitting Clerks	\$600.00
(b) Clerk Typists	\$600.00
(c) Computer Operators	\$600.00
(d) Hospital Attendants	\$600.00
(e) Inhalation Therapy, Medical Technicians, X-Ray Technicians, EKG - EEG Technicians	\$900.00
(f) Receptionists	\$600.00
(g) Security Guards	\$700.00
(h) Stationary Fireman	\$800.00
(i) Switchboard Operators	\$600.00
(j) Ward Clerks	\$600.00

* See STIPULATION III (3)

6. Call Time

A. Call time for departments with on call status will be paid at the rate of fifteen (15) dollars per period of coverage plus time and one-half ($1\frac{1}{2}$) of the basic straight time hourly rate for hours actually worked.

B. Hospital Attendants receiving Emergency Medical Technician (EMT) Certification will receive an additional three hundred eighteen (\$318.00) dollars per year as long as certification is maintained current.

ARTICLE XI (11) OVERTIME

1. Overtime will be recompensed at time and one-half ($1\frac{1}{2}$) in pay or compensatory time, in accordance with the Fair Labor Standards Act for non-exempt personnel. (the Full time employee's regular work period is determined by the Hospital.) It consists of a consecutive period of fourteen (14) calendar days. Straight time hourly rates apply up to a maximum of eighty (80) hours per bi-weekly pay period and/or eight (8) hours a day. Time worked in excess of eight (8) hours per day and/or eighty (80) hours per pay period is paid at the rate of one and one-half ($1\frac{1}{2}$) times the basic straight time hourly rate.

2. Holidays and vacation time will be included when computing overtime rates of pay. Sick time will not be included in this calculation, if such sick time is deemed inappropriate or abusive through procedures established in the contract and/or New Jersey Civil Service Rules and Regulations.

3. Overtime hours worked will not be considered in the calculation of compensation, holiday, vacation, personal and sick time benefits.

4. The Hospital agrees that before overtime is assigned out of the Department, the employees assigned to that Department will be given first preference.

ARTICLE XII (12) SALARY AND WAGES

SEE ATTACHED PROGRESSION GUIDES #1 and #2.

ALSO STIPULATION IV (4). IMPLEMENTATION OF THE EMPLOYEES' ASSOCIATION
AUTOMATIC PROGRESSION SALARY GUIDES

ARTICLE XIII (13) LONGEVITY

SEE STIPULATION II (2).

ARTICLE IV (14) MERIT BONUS

1. The Hospital agrees to implement a one time merit bonus program for employees covered under the terms of this Agreement. It is specifically understood and agreed that (1) the Hospital has the sole discretion in determining who shall receive the bonus as well as the amount, (2) the bonus will not be made a part of salary, (3) the program will not be considered an existing benefit or be deemed a past practice, and (4) the implementation of this program and the application of same shall not be grievable under the grievance procedure contained herein.

ARTICLE XV (15) WORKING IN A HIGHER CAPACITY

1. Any employee covered under the terms of this Agreement who assumes the temporary responsibility of a higher classification herein, for greater than ninety (90) days in a one (1) year period (not necessarily consecutive) will receive a higher salary to be negotiated between Management, the President of the Association, and the Employee. Said salary will take effect on the ninety-first (91st) day until the conclusion of the temporary service in the higher classification. At the conclusion of the temporary service, the employee will return to the salary rate appropriate for the original job classification.

ARTICLE XVI (16) SENIORITY

1. Seniority, for purposes of this contract, shall be defined as the length of an employee's continuous unbroken service with the EMPLOYER.

2. Service will be considered broken, for the purposes of this Article, if any employee is discharged for cause.

3. Employees shall accrue seniority following the completion of the probationary period but retroactive to the first day of employment.

4. Layoff shall be according to Civil Service Rules and Regulations. Layoff and recall shall occur in inverse order.

5. Seniority shall continue to accrue while an employee is on leave with pay. Seniority shall not accrue while an employee is on any leave without pay, except military leave (in accordance with Civil Service Rules and Regulations).

ARTICLE XVII (17) EMPLOYEE STATUS

1. Employees covered by this Agreement will be classified as either:
 - A. Full-time employees; or
 - B. Part-time employees

2. Full-time employees shall be defined as those who have completed the Civil Service required probationary period and who regularly work forty (40) hours inclusive of two and one-half ($2\frac{1}{2}$) hours paid lunch per weekly pay period.

3. Part-time employees should be defined as set forth in Article II (2), Section 4.

4. Those employees who do not meet the requirement set forth in Sections 2 and 3 above should be deemed to be "per diem" employees as defined in Article II (2), Section 6, and excluded for the initial ninety (90) consecutive calendar days from the bargaining unit.

5. The Personnel Office will post, within twenty-four (24) hours of receipt, Civil Service job opportunity bulletin notices which will remain posted until the final date of application.

ARTICLE XVIII (18) PROBATIONARY PERIOD

1. All employees hired after the date of this Agreement shall be probationary for a period of ninety (90) days from the date of commencement of work. During the period of probation, an employee shall have all rights under this Agreement.

2. Upon successful completion of the probationary period, an employee shall have seniority as defined in Article XVI (16) herein retroactive to the commencement of work.

3. The Hospital shall furnish a new employee an application for Civil Service Examination upon hire. It is specifically understood and agreed that the employee assumes total responsibility for the proper and timely submission of the completed application.

ARTICLE XIX (19) DISCIPLINE AND DISCHARGE

1. The Hospital may discipline or discharge an employee for just cause, however, an employee terminated during the probationary period for any reason shall not be permitted to grieve or arbitrate such termination, pursuant to this Agreement.

2. An employee suspended, fined or demoted more than three (3) times in any one (1) year (one year being from date of first suspension, fine or demotion) or more than five (5) days at any one time, or for a period of more than fifteen (15) days in the aggregate in any one calendar year shall be served with written charges and have the right to appeal to the Civil Service Commission.

3. The Hospital shall notify the employee and the President of the Association or designee of the reasons for the discharge, suspension, fine or demotion regardless of the extent or duration of the disciplinary action no more than forty-eight (48) hours following such action.

4. If the Association desires to contest the discharge or suspension, it shall give written notice thereof to the Hospital within five (5) working days, but no later than ten (10) working days from the date of the discharge or discipline of the employee. The time limits set forth in this section shall be deemed exclusive of Saturdays, Sundays, and legal holidays.

5. Disputes arising under this Article may be submitted directly to Step 3 of the Grievance and Arbitration Article set forth in this Agreement.

6. If the discharge, suspension or discipline of an employee results from conduct relating to a patient and the patient does not appear at the arbitration, the arbitrator shall not consider the failure of the patient to appear as prejudicial.

7. The term "patient" for the purpose of this Agreement shall include those seeking admission and those seeking care or treatment in clinics or emergency rooms, as well as those already admitted.

8. An employee may have an Association representative present at an investigatory interview.

ARTICLE XX (20) BREAK AND LUNCH PERIOD

1. All full-time or part-time employees shall be entitled to one (1) ten (10) minute break per eight (8) hour shift.
2. All full-time or part-time employees working an eight (8) hour shift shall be entitled to one-half ($\frac{1}{2}$) hour paid lunch within the eight (8) hour shift.
3. A part-time employee scheduled to work a minimum of four (4) hours shall be entitled to one (1) ten (10) minute break during the four (4) hours. In addition, a part-time employee scheduled to work a minimum of six (6) hours shall be entitled to a paid one-half ($\frac{1}{2}$) hour lunch during the six (6) hours.

ARTICLE XXI (21) PHYSICAL EXAMINATION

1. The EMPLOYER shall provide a pre-employment and annual physical examination, for total state conformance, the following:
 - A. CBC
 - B. Urine Analysis
 - C. VDRL
 - D. Rubella Screening
 - E. PPD skin test or chest x-ray if skin test is not medically indicated
 - F. ACA 12
 - G. Routine examination of heart, lungs, abdomen, breasts and extremities
 - H. Height, weight, and blood pressure
 - I. Health history
2. The pre-employment physical must be completed at the Hospital's employee health clinic and will be provided at no cost to the employee. The Hospital reserves the right, in its sole discretion, not to continue employment for any medical deficiencies uncovered as a result of the pre-employment examination.
3. The employee may have the annual physical examination completed by a private physician at no cost or expense to the Hospital. The employee assumes total responsibility for submission of the physician's written results of all inclusive tests within twenty-one (21) calendar days of the completion of the physical.
4. For purposes of infection control, the Hospital may require other tests to be administered at no cost to the employee.
5. Nothing in this Article shall obligate the Hospital to provide primary medical care.

ARTICLE XXII (22) JOB POSTING

1. All promotions and vacancies in positions subject to this Agreement shall be posted on the approved Association bulletin boards for a period of five (5) consecutive work days.
2. Upon filling of the vacancy, the name and title of the person appointed shall be posted on the approved Association bulletin board.

3. If no one bids for the position or no one meets the minimum qualifications announced for the position the EMPLOYER shall have the right to fill the position as it sees fit.

4. The posting announcement shall include the job title, salary range, Civil Service job description, shift assignment and required qualifications.

5. Current employees will be given preference of non-employees where legally permitted in filling the position.

6. Where more than one person is under consideration for a position, Civil Service job classification seniority shall be a factor in the EMPLOYER's determination unless there is a difference in the candidate's ability to perform the duties of the job.

7. The provisions of this Article shall not apply to any opening governed by Civil Service regulation.

ARTICLE XXIII (23) LEAVE OF ABSENCE

1. General:

A. Eligibility for leave of absence for emergency or unusual circumstances will be determined in accordance with Civil Service Rules Title 4, New Jersey Administrative Code, Department of Civil Service and will not be given in excess of ninety (90) days per leave period.

2. Personal:

A. Eligibility as determined in Section 1 / A above.

B. Vacation and holiday accruals must be exhausted before a leave of absence without pay is granted.

3. Maternity:

A. Both parties agree that maternity leave will be granted to conform with New Jersey State law.

4. Illness:

A. Eligibility as determined in Section 1 / A above.

B. All sick leave accruals must be exhausted before a leave of absence without pay due to illness is granted. In addition, after sixty (60) days of leave, all vacation and holiday accruals must be exhausted before any further leave time is granted.

5. Health Insurance While on Leave of Absence:

A. It is the employee's responsibility to reimburse the Hospital, on a monthly basis due on the first of the month, for health insurance coverage while on a leave of absence status. Failure to submit reimbursement within ten (10) days of the due date will result in immediate termination of coverage. If the EMPLOYER has made payment, the employee shall have said payment deducted from the pay, upon return to work.

ARTICLE XXIV (24) HEALTH INSURANCE PROTECTION

1. The Hospital agrees to pay one hundred per cent (100%) of the premium cost of Blue Cross, Blue Shield, Rider J and Major Medical (Series 1420)* insurance coverage for all employees covered by this Agreement and their immediate families (spouse and children). If the employee elects to join the Crossroads Medical Plan, a premium equal to the amount paid by the Hospital for the Blue Cross/Blue Shield Plan will be applied for the employee's participation in that program, but it should be understood that the employee will be responsible for any variance in premium costs. Said coverage shall not become effective until after three (3) months of continuous employment and will be available only to those employees who work a minimum of forty (40) hours per pay period. All employees who wish to avail themselves of the aforesaid insurance coverage must make application for said coverage to the Hospital at the time of their employment, for themselves and for eligible members of their family who wish to be covered by said insurance. It is specifically agreed by and between the parties hereto, that where the employee and their family are already covered by the same type of insurance coverage, that they will not make an application to be covered under the Hospital's insurance coverage. It is further agreed that the employee holds sole responsibility for the proper completion of enrollment forms.

* SEE STIPULATION I (1)

2. Prescription Plan - Employees may have prescriptions filled for themselves in the Hospital pharmacy at a discount of five per-cent (5%) below manufacturer's cost. A minimum charge of \$1.50 will apply to all prescriptions. The Hospital may, at some future date, charge the employees thru a payroll deduction.

ARTICLE XXV (25) DISABILITY

1. The Hospital agrees that effective January 1st, 1982, employees covered under the terms and conditions of this Agreement shall be enrolled in the New Jersey State Disability Plan on an equally shared basis.

ARTICLE XXVI (26) INJURIES ON THE JOB

1. In the case of accident or injury while on duty, employees are to report to their supervisors and immediately report to the Emergency Room for treatment. This must be done no matter how minor the injury. The supervisor will prepare an Incident Report which must reach the Personnel Office within twenty-four (24) hours of the accident or injury. If the Personnel Office is closed, the Incident Report should be given to the Nursing Supervisor.

2. All absences caused by such on the job injury must be reported. The employee shall advise the Hospital of any and all amounts of Worker's Compensation awards made for temporary disability. The Hospital reserves the right to have the employee examined at intervals designed by the Hospital or its insurers, by a physician or physicians appointed by the Hospital or its insurers and may include but not be limited to, all x-ray examinations, laboratory, physical functions and examinations and tests as the Hospital may deem necessary to determine the capability and/or the ability of the employee to meet the mental and physical requirements of the job classification requirements.

3. Subject to the reservation by the Hospital of its legal rights, it is provided that whenever an employee is absent from the job as a result of a personal injury caused by an accident arising out of and in the course of this work, the Hospital shall pay to the employee the full salary for the period of absence reduced by the amount of Worker's Compensation benefits received for each day of absence. Salary paid during the waiting period shall not be charged to accrued sick leave.

ARTICLE XXVII (27) REDUCTION OF EMPLOYEES

1. The Hospital may reduce the number of employees subject to the Civil Service Rules, New Jersey Administrative Code, Subchapter 16.

ARTICLE XXVIII (28) RETIREMENT BEFEFIT

1. Employees having completed fifteen (15) years of continuous employment shall, upon retirement, receive two (2) days pay, at current shift rate, for each year of service at the Hospital.

ARTICLE XXIX (29) MALPRACTICE ACTIONS

1. All full-time and part-time employees who are subpoenaed to appear before any federal, state or municipal tribunal or requested by the Hospital to appear in any action to which the Hospital is party or which involves their employment at the Hospital, but not when the appearance is on behalf of any prospective, present or former employee who is an adversary party to the Hospital, shall be paid at the regular rate of pay for time spent. Each employee who receives a subpoena or request shall immediately report same to their supervisor who shall make the necessary arrangements for time off.

ARTICLE XXX (30) CIVIL SERVICE EXAMINATIONS

1. Employees who are scheduled to take open competitive examination for titles within this bargaining unit, or promotional examinations administered by the Civil Service Department of the State of New Jersey for position in Civil Service, shall be granted time off with pay to take such examinations if they are scheduled during the work shift of the employee. Such privileges may not be abused.

ARTICLE XXXI (31) MILITARY LEAVE

1. Employees shall be entitled to military leave in accordance with applicable law and Civil Service Rules and Regulations.

ARTICLE XXXII (32) JURY DUTY

1. Each employee covered under the terms of this Agreement in full pay status actively at work performing assigned duties who loses time from the job because of jury duty certified by the Clerk of the Court, shall be paid by the Hospital the difference between the regular daily rate of pay and monies received from the Court, subject to the following conditions:

A. When jury service is completed prior to three (3) hours before termination of the employee's schedule shift, the employee is required

to telephone the immediate non-bargaining unit supervisor, and report to work if requested.

B. The employee must submit the summons to report for jury duty to the supervisor on the next working day following the receipt of a summons for jury service.

C. Adequate proof of time served on a jury and the amount received for such service shall be submitted to the Hospital within seven (7) calendar days of completion of jury duty or the employee shall forfeit the Hospital's share of compensation.

2. The provisions of this Article do not apply when an employee voluntarily seeks jury duty service or fails to exhaust available legal means of obtaining exemption from such service.

ARTICLE XXXIII (33) ABSENCE DUE TO DEATH IN IMMEDIATE FAMILY

1. Employees, after ninety (90) days of continuous employment shall have earned leave as follows:

A. In case of death of a member of the employee's family, limited to spouse, child, mother, father, sister, brother or grandparent, the employee may have three (3) calendar days off with pay.

B. In case of death of a member of the immediate family of the employee's spouse, limited to father, mother, sister, brother, or grandparent, the employee may have three (3) calendar days off with pay.

2. Time off must be taken in consecutive days and within the time immediately before or after the day of interment.

3. A written statement indicating the name, date of death, and relationship to the deceased must be submitted to the Personnel Office within five (5) working days of the date of first day of leave.

ARTICLE XXXIV (34) PERSONAL DAYS

1. Upon completion of one (1) full year of continuous employment, an employee will be entitled to personal days as follows:

1 thru 5 years	one (1) personal day
6 thru 15 years	two (2) personal days
16 years or more	three (3) personal days

2. Personal days shall be calculated by anniversary date.

3. Personal days shall be scheduled at least ten (10) days in advance with approval of the supervisor, except in the case of personal emergency, when a personal day may be granted that same day.

4. Personal days shall not accumulate from years to year.

5. Personal days may be utilized to extent a vacation or holiday time.

6. The number of personal days shall be pro-rated for part-time employees.

ARTICLE XXXV (35) HOLIDAYS

1. Full-time employees shall be entitled to the following paid holidays, thirteen (13), within each contract year:

A. Designated - New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

B. Elective (any five (5) of the following) - Martin Luther King Day, Lincoln's Birthday, Crispus Attucks Day, St. Patrick's Day, Good Friday, Passover, Rosh Hashanah, Yom Kippur, Columbus Day, Election Day, Puerto Rico Discovery Day, or Employee's Birthday.

2. If a holiday fall on an employee's scheduled day off, the employee shall receive an additional day off at regular compensation rate within thirty (30) days of the holiday or one day's pay, determined by mutual agreement providing the schedule permits. In the event the parties are unable to mutually agree upon the scheduling of the compensatory day within the first (1st) thirty (30) days, then the Hospital may, in its discretion, either pay one day's pay to the employee or unilaterally schedule a compensatory day off during the second (2nd) thirty (30) day period following the holiday.

3. To be eligible for holiday pay, an employee must work the day before and the day after the holiday, if scheduled. If an employee calls in sick either the day before and/or the day after the holiday and it is determined the employee abused the sick leave in accordance with Civil Service standards, the employee shall forfeit the work day for which sick leave was sought to be used and the holiday. If an employee was legitimately sick either the day before and/or the day after the holiday, the employee shall be paid for such holiday in accordance with Section 2 herein.

4. If a holiday occurs during a period when an employee is on paid and verified sick leave (for a period longer than the two (2) days referred to in Section 3 herein) the employee shall be charged sick leave for that day and may schedule a compensatory day off at any time prior to the end of the calendar year or ninety (90) days following the employee's return to duty, whichever is later.

5. If an employee is scheduled to work on a designated holiday and calls in sick and it is determined that the employee abused such sick leave in accordance with Civil Service standards, the employee shall forfeit the holiday for which sick leave was sought to be used and the holiday.

6. If a designated holiday falls on a day when an employee is scheduled to work, the employee will be paid time and one-half ($1\frac{1}{2}$) the regular rate and will receive another day off in accordance with Section 2 herein.

7. The Hospital shall not be liable for elective holidays not used by the employee during the year, and elective holidays may not be carried over from one year to the next, unless Hospital staffing conditions did not permit the use of elective accruals and such can be determined.

8. The Hospital will make every attempt to approve elective holiday selections by employees. However, since the Hospital does not wish to shut down ancillary or support services completely on elective holidays, it will normally not be possible for all employees in a given department to have the same day off.

9. Part-time employees will receive a pro-rated share of holiday benefits.

10. Holidays will be celebrated on the calendar days officially recognized as the legal holiday by the State of New Jersey with the exception of New Year's Day, Independence Day and Christmas, which will be celebrated on the actual date.

ARTICLE XXXVI (36) SICK LEAVE

1. Sick leave as used in this section is defined to mean absence from a post of duty because of personal disability due to illness or injury or for any other reason authorized by Civil Service regulation.

2. After six (6) full months of continuous employment, sick leave is earned and accumulated at the rate of one (1) sick day for each month of employment, retroactive to the employee's date of employment. All employees who have completed one (1) year of service with the Hospital shall earn fifteen (15) days per year sick leave.

3. If an employee requires in any calendar year, less than the allowed days for sick leave, all days of leave not utilized that year shall be accumulated to be used for sick leave as needed in subsequent years, provided the employee is still employed. Notification of accumulated sick leave balances will be made to the employee during the month of January.

4. In case of sick leave the Hospital may, at its discretion, require proof of illness or injury which shall include a physician's written affidavit attesting to the fact that the said employee's physical or mental ailment was treated and that such ailment is cured or abated or arrested and will not impede the employee's efficiency nor incapacitate said employee in the routine functions of the employee's job classification.

5. The Hospital reserves the right at its expense to require a complete physical examination, by a physician or physicians of its own choice of any employee claiming sick leave. This examination may include, but not be limited to, all x-ray, laboratory, physical function and examination tests as the Hospital may deem necessary to determine the capability of the employee to meet the mental and physical requirements of the job classification requirements prior to, or contingent upon, the employee's resumption of work.

6. The results of the Hospital's findings will be binding upon all parties involved.

7. Seniority and benefits shall continue to accrue while an employee is on sick leave with pay. However, an employee who does not have accrued sick leave will not accrue seniority and benefits while on a leave of absence due to illness status.

8. Calculation of sick leave used for payroll and personnel purposes will be on a hourly basis.

9. A "Bonus Day" benefit will be initiated and evaluated for one (1) year wherein after three (3) consecutive months' perfect attendance, one (1) bonus day will accrue.

ARTICLE XXXVII (37) VACATION LEAVE

1. After six (6) months of continuous employment, employees will be credited with six (6) days vacation leave, or one (1) vacation day for each full month of continuous employment, retroactive to the employee's date of hire.

2. Vacation benefits, after one (1) full year of continuous employment and each year thereafter, shall be as listed:

1 thru 5 years	12 working days
6 thru 10 years	15 working days
11 thru 15 years	18 working days
16 thru 20 years	20 working days
21 years and over	25 working days

3. A pro-rated share of vacation leave may be earned by:

A. Part-time employees who work a minimum of forty (40) hours per pay period, for an average of 1,040 hours per year.

B. Full-time employees who have had their continuous employment interrupted by leave of absence.

4. Vacation leave may not be accumulated except upon express approval of the Administrator or designee.

5. Vacation leave must be authorized by Department Heads and if a check is to be advanced, shall be submitted to the Personnel Department four (4) weeks prior to expected date of departure.

6. Vacation preference shall be given to the employee who has seniority in each department, according to the established policies of allocating vacations within that department.

7. A written request for all vacation leave must be submitted to the supervisor no later than May first (1st) of each year, otherwise seniority will not prevail.

ARTICLE XXXVIII (38) GRIEVANCE PROCEDURE

1. Definition

A. A grievance shall be defined as a complaint by an employee, group of employees or the Association and shall be defined as a complaint that there has been a misapplication, misrepresentation or violation of a term or condition of the Agreement.

B. The term "grievance" and the procedure relative thereto shall not be deemed applicable in the case of the failure or refusal of the Hospital to continue the employment of a probationary employee.

C. The term "employee" shall mean any employed individual covered in Article II (2), Recognition.

D. The term "immediate" superior shall mean the first (1st) non-bargaining unit person to whom the aggrieved employee is directly responsible.

2. Procedure:

A. STEP #1 - The grievant or representative shall reduce the matter to writing on an approved Grievance Form with thirty (30) calendar days of the date the employee(s) received notice of the event or occurrence giving rise to the grievance. During this first (1st) thirty (30) day period nothing shall prevent the employee(s) and/or representative from discussing the matter informally with the employee's immediate supervisor. The Grievance form shall be submitted to the appropriate immediate supervisor who shall have ten (10) working days within which to respond in writing.

B. STEP #2 - In the event the grievance is not resolved at Step #1, then within five (5) working days of the response at Step #1, the Shop Steward, and only the Shop Steward, may submit the matter in writing on the approved Grievance Form to the Department Head. The supervisor or designee shall respond in writing no later than five (5) working days from receipt of the grievance.

C. STEP #3 - In event the grievance is not resolved at Step #2, then within five (5) working days of the response at Step #2, the President of the Employees' Association or designee, and only the President or designee, may submit the matter in writing on the approved Grievance Form to the Hospital Administrator or designee. The Hospital Administrator or designee shall respond in writing no later than five (5) working days from receipt of the grievance.

D. STEP #4 - In the event the grievance is not resolved at Step #3, then within five (5) working days of its submission to the Hospital Administrator, the Association and only the Association, may submit the matter in writing on the approved Grievance Form to the Personnel Committee of the Board of Managers. The Board of Managers shall have up to five (5) days to review the matter.

E. STEP #5 - In the event the grievance is not resolved at Step #4, then the Association, and only the Association, may submit the matter to binding arbitration in accordance with the procedures of the New Jersey State Board of Mediation. The written request for arbitration by the Association must be filed with the appropriate agency and a copy served upon the Hospital Administrator no later than fifteen (15) working days from receipt of the response at Step #4.

1. No response at any Step within the time allotted shall be deemed to be a denial of the grievance at that Step.

2. Association sponsored grievances may be filed at Step #2 within its discretion.

3. Written dispositions of all grievances at all Steps shall be forwarded to the Association.

4. In the event of arbitration, the costs of the arbitrator's services shall be shared equally by the parties, except that late cancellation fees shall be the sole responsibility of the party requesting the postponement.

5. Time limits shall be strictly adhered to and a grievance not raised or processed within the time allotted shall be deemed to be abandoned, unless mutually agreed by the parties in writing.

6. All documents, communications or records dealing with a grievance, except disciplinary matters, shall not be filed in any employee's personnel file.

7. All meetings and hearing pursuant to this procedure shall not be conducted in public, and shall only be attended by the parties in interest and authorized representatives.

8. A grievance must be raised at Step #1 no later than thirty (30) calendar days following its events or occurrence, or it shall be deemed waived.

9. The costs of a stenographer shall be borne by the party obtaining the record and the appropriate rules of the State Board of Mediation shall apply.

10. A grievance which affects a substantial number or class of employees, and which the Hospital representative designated in Step #1 and #2 lacks authority to settle, may be initially presented in Step #3 by the Association representative. Any such grievance shall be presented in writing and shall name or identify all affected employees, specifically enough for the Hospital to know who is affected.

11. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning and conclusions on the issues submitted; and shall be binding on both parties.

12. The arbitrator shall be without power or authority to make any decision which adds to, or deletes from this Agreement, or which requires the commission of an act prohibited by law, or which is violative of the terms of this Agreement.

ARTICLE XXXIX (39) ASSOCIATION STEWARDS

1. The Association shall designate one (1) steward per work shift. In the event of the absence of the regular steward, an alternate may be named.

2. Association stewards shall be released from duty with pay to attend investigatory interviews, grievance presentation meetings pursuant to the grievance procedure herein and other meetings mutually scheduled by the Hospital and the Association.

3. The Association shall notify the Employer, in writing, the names of each Steward and/or Alternate Steward duly designated per shift.

ARTICLE XL (40) DUES DEDUCTION

1. The Hospital shall deduct dues from the salary of any employee presenting an approved written duplicate authorization form.

2. Dues shall be deducted bi-weekly at the rate established by the Association.

3. The Association shall provide notice to the Hospital at least thirty (30) days in advance of any changes in the dues structure.

4. The Hospital shall be relieved of making such deductions upon:

- A. Termination of employment.
- B. Transfer to a job other than one covered by the bargaining unit.
- C. Layoff from work.
- D. An agreed leave of absence.
- E. Revocation of the checkoff authorization in accordance with its terms or applicable law.

Notwithstanding the above, upon return of an employee to work from any of the foregoing enumerated absences, the Hospital shall immediately resume the obligation and made the said deductions, except that the deductions for terminated employees shall be governed by the first (1st) paragraph of this Article.

5. The Hospital shall not be obligated to make dues deductions of any kind from any employee in the bargaining unit who, during any dues month involved, shall have failed to receive sufficient wages to equal the dues deductions.

6. By the tenth (10th) business day of each month, the Hospital shall remit to the Association all deductions for dues made from the salary of employees for the preceding month, together with a list of all employees from whom dues have been deducted and the names of terminated employees in the bargaining unit together with their date of termination and names of employees in the bargaining unit on leaves of absence.

7. The Hospital agrees to implement an agency shop in accordance with Chapter 477 of the Laws of 1979, with a representation fee for non-members equivalent up to eighty-five per cent (85%) of the regular membership dues fee and assessment.

8. Each newly hired employee shall, ninety (90) days after date of hire, either becomes a member of the Irvington General Hospital Employees' Association or pays a monthly service charge of up to eighty-five per cent (85%) of the Association dues.

9. It is specifically agreed that the Hospital assumes no obligation, financial or otherwise, arising out of the provision of this Article and the Association hereby agrees that it will indemnify and hold the Hospital harmless from any claims, actions, or proceedings by any employee to the bargaining unit arising from deductions made by the Employer hereunder. Once the funds are remitted to the Associations' disposition thereafter shall be the sole and exclusive obligation and the responsibility of the Association.

ARTICLE XLI (41) BULLETIN BOARD SPACE

1. The Hospital shall provide one (1) bulletin board located in the employee's cafeteria and one (1) bulletin board located near the time clock for use by the Association. All notices shall be posted and initialed by the President of the Association or designee and shall relate to the matters listed below:

- A. Recreational and/or social affairs.
- B. Appointments.
- C. Elections.
- D. Results of elections.
- E. Meetings.
- F. Reports of committees.
- G. Any other material authorized by Administration and the President of the Association or designee.

2. No political campaign literature or defamatory material shall be posted. This Article does not prohibit the Hospital from assigning space for bulletin boards at other locations to organizations in which non-bargaining unit employees hold membership.

ARTICLE XLII (42) TUITION REIMBURSEMENT

1. Upon successful completion of a course of higher education at an accredited institution of higher learning, a full-time employee shall be reimbursed by the Hospital for one-half ($\frac{1}{2}$) of the cost of tuition, subject to the provisions of this Article. Part-time employees shall be reimbursed at the rate of one-quarter ($\frac{1}{4}$) of the tuition.

2. An employee must have worked at least six (6) months prior to enrollment for the course and be employed for six (6) months following successful completion of the course in order to be eligible for payment.

3. Any courses taken at an accredited school or leading to a degree in a job-related program shall be reimbursed under this program. Any other courses unrelated to a degree or elective courses in the degree program shall be subject to the approval of the Hospital Administrator and not subject to the terms and conditions of the grievance procedure.

ARTICLE XLIII (43) PRINTING OF THE CONTRACT

1. It is agreed that the cost of printing the contract will be shared equally by both parties.

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ARTICLE XLIV (44) TERM OF AGREEMENT

1. This Agreement shall be effective on the first (1st) day of January, 1982, and remain in full force and effect for a period of two (2) years and shall expire on the thirty-first (31st) day of December, 1983.

In witness whereof, the parties have caused this Agreement to be executed and have set their hands and seals thereon, executing this Agreement by their duly authorized agents on this second (2nd) day of January, 1982.

FOR IRVINGTON GENERAL HOSPITAL
EMPLOYEES' ASSOCIATION:

Robert E. Bolles
Robert E. Bolles, President

Ellen Przybylowicz
Ellen Przybylowicz, Chairperson
Contract Committee

Leon Howell
Leon Howell,
First Vice President

Florence Anderson
Florence Anderson, Member
Contract Committee

Barbara Dellorco
Barbara Dellorco, Member
Contract Committee

Scott R. Flaherty
Scott Flaherty, Member
Contract Committee

Lenora Walters
Lenora Walters, Member
Contract Committee

FOR IRVINGTON GENERAL HOSPITAL:

Vincent J. Foti, Jr.
Vincent J. Foti, Jr.
Chairman
Board of Managers

Robert Fitzpatrick
Robert Fitzpatrick
Vice-Chairman
Board of Managers

John M. Alati
John M. Alati
Treasurer
Board of Managers

Della S. Pollack
Della S. Pollack
Secretary
Board of Managers

Louis A. Ditzel, Jr.
Louis A. Ditzel, Jr.
Administrator
Irvington General Hospital

STIPULATIONS OF AGREEMENT

STIPULATION I (1) HEALTH INSURANCE

1. The Hospital agrees to continue health benefits as provided in the 1980-1981 Agreement until on or about May 15th, 1982, at which time it is anticipated that the State Plan for municipal employees will convert to the 1420 Series. In the event the State does not convert to the benefits provided under the 1420 Series, or premiums for this program are not acceptable to the Hospital, the Hospital agrees to reopen negotiations with the Association for a plan equal to benefits as provided in 1420 Series under the Blue Cross/Blue Shield coverage.

STIPULATION II (2) LONGEVITY

1. All employees covered under the terms of this Agreement who were employed by the Hospital on December 31st, 1981 and receiving longevity under the terms and conditions of the 1980/1981 Agreement shall, while in the continuous employment of the Hospital, retain their fixed percentage of the longevity with which they were credited on December 31st, 1981, or could have earned by June 30th, 1982.

That percentage of the longevity establishes the employee's fixed longevity rate during the period of employment at the Hospital.

It is understood and agreed that new employees hired on or after January 1st, 1982 shall not be entitled to longevity except as defined in the existing salary schedule incorporated in this Agreement.

STIPULATION III (3) SHIFT DIFFERENTIAL

1. It is agreed that prior to January 1st, 1983, the Association will submit a formula for adjusting shift differential. Said formula shall be in addition to the current shift differential outlined in this Agreement; however, it shall not exceed the amount of an additional five thousand dollars (\$5000.00) for all eligible employees.

The Hospital reserves the sole right to modify or change the formula as submitted to comply with proper administrative procedures. Once there is agreement on the additional differential, it shall be applied effective January 1st, 1983.

STIPULATION IV (4) IMPLEMENTATION OF THE EMPLOYEES' ASSOCIATION AUTOMATIC PROGRESSION SALARY GUIDES

1. New employees, hired on or after January 1st, 1982, shall be placed on the first step of the guide in their classification unless they are granted credited experience for which they will be placed on the appropriate step of the guides included in this Agreement. Current employees, who had been hired on or after October 1st, 1981 shall be placed in their respective classifications on the first (1st) step of the guide. Credited experience would be as above. All current employees, employed prior to October 1st, 1981 shall be placed in their appropriate classification on the step of the Progression Guide #1 that reflects a guaranteed increase of no less the seven percent (7%) of their 1981 base rate. It is specifically understood and agreed between both parties that an employee's

salary shall be termed "red circled" when the guaranteed percentage increase under the terms and conditions of this Agreement (7% the first year) projects the salary beyond the respective maximum classification.

1983

2. On January 1st, 1983 active employees, employed prior to October 1st, 1982, shall advance, in their appropriate classification, to the next step of the Progression Guide #2. It is specifically understood and agreed between both parties that an employee's salary shall be termed "red circled" when the guaranteed percentage increase under the terms and conditions of this Agreement (8% the second year) projects the salary beyond the respective maximum classification.

GENERAL

3. An employee promoted to a higher classification shall move laterally to the next higher rate of classification in the new guide at the time of promotion.

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EFFECTIVE JANUARY 1, 1982

Progression Guide - # 1

NOTE: Hourly Rates are noted below annual salary.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Max.
SCHEDULE "A"															
Central Supply Aide	8,500	8,678	8,856	9,034	9,212	9,390	9,568	9,746	9,924	10,102	10,280	10,458	10,636	10,814	11,000
Dark Room Aide	4.09	4.17	4.26	4.34	4.43	4.51	4.60	4.69	4.77	4.86	4.94	5.03	5.11	5.20	5.29
Laboratory Assistant															
Linen Room Attendant															
Respiratory Therapy Aide															
Telephone Operator															
SCHEDULE "A-1"															
Physical Therapy Aide	8,500	8,714	8,928	9,142	9,356	9,570	9,784	9,998	10,212	10,426	10,640	10,854	11,068	11,282	11,500
Receptionist	4.09	4.19	4.29	4.40	4.50	4.60	4.70	4.81	4.91	5.01	5.12	5.22	5.32	5.42	5.53
SCHEDULE "A-2"															
Food Service Worker	8,500	8,785	9,070	9,355	9,640	9,925	10,210	10,495	10,780	11,065	11,350	11,635	11,920	12,205	12,500
	4.09	4.22	4.36	4.50	4.63	4.77	4.91	5.05	5.18	5.32	5.46	5.59	5.73	5.87	6.01
SCHEDULE "A-3"															
Building Service Worker	8,500	8,852	9,214	9,571	9,928	10,285	10,642	10,999	11,356	11,713	12,070	12,427	12,784	13,141	13,500
Milling Maintenance Worker	4.09	4.26	4.43	4.60	4.77	4.94	5.12	5.29	5.46	5.63	5.80	5.97	6.15	6.32	6.49
SCHEDULE "B"															
Cashier	9,000	9,178	9,356	9,534	9,712	9,890	10,068	10,246	10,424	10,602	10,780	10,958	11,136	11,314	11,500
Clerk Typist															
Senior Central Supply Aide	4.33	4.41	4.50	4.58	4.67	4.75	4.84	4.93	5.01	5.10	5.18	5.27	5.35	5.44	5.53
Senior Linen Room Attendant															
<i>Respiratory Therapy Tech. Trainee</i>															
SCHEDULE "B-1"															
Medical Records Clerk	9,000	9,214	9,428	9,642	9,856	10,070	10,284	10,498	10,712	10,926	11,140	11,354	11,568	11,782	12,000
Pharmacy Aide	4.33	4.43	4.53	4.64	4.74	4.84	4.94	5.05	5.15	5.25	5.36	5.46	5.56	5.66	5.77
SCHEDULE "B-2"															
Hospital Attendant	9,000	9,250	9,500	9,750	10,000	10,250	10,500	10,750	11,000	11,250	11,500	11,750	12,000	12,250	12,500
Principal Clerk	4.33	4.45	4.57	4.69	4.81	4.93	5.05	5.17	5.29	5.41	5.53	5.65	5.77	5.89	6.01
SCHEDULE "B-3"															
Stock Clerk	9,000	9,285	9,570	9,855	10,140	10,425	10,710	10,995	11,280	11,565	11,850	12,135	12,420	12,705	13,000
Senior Food Service Worker	4.33	4.46	4.60	4.74	4.88	5.01	5.15	5.29	5.42	5.56	5.70	5.83	5.97	6.11	6.25
<i>Senior Receptionist</i>															
St. Telephone Operator															

SCHEDULE "C"

Ward Clerk
Terminal Operator
Senior Clerk Typist

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Max.
	9,500	9,678	9,856	10,034	10,212	10,390	10,568	10,746	10,924	11,102	11,280	11,458	11,636	11,814	12,000
	4.57	4.65	4.74	4.82	4.91	5.00	5.08	5.17	5.25	5.34	5.42	5.51	5.59	5.68	5.77

SCHEDULE "C-1"

Dietician
Personnel Clerk
Medical Audit Technician

	9,500	9,714	9,928	10,142	10,356	10,570	10,784	10,998	11,212	11,426	11,640	11,854	12,068	12,282	12,500
	4.57	4.67	4.77	4.88	4.98	5.08	5.19	5.29	5.39	5.49	5.60	5.70	5.80	5.91	6.01

SCHEDULE "C-3"

Senior Building Serv. Wk.
Senior Main. Service Wk.

	9,000	9,357	9,714	10,071	10,428	10,785	11,142	11,499	11,856	12,213	12,570	12,927	13,284	13,641	14,000
	4.33	4.50	4.67	4.84	5.01	5.19	5.36	5.53	5.70	5.87	6.04	6.22	6.39	6.56	6.73

SCHEDULE "C-4"

Senior Insp. Attendant
Medical Stenographer
Senior Medical Records Clerk

	9,500	9,750	10,000	10,250	10,500	10,750	11,000	11,250	11,500	11,750	12,000	12,250	12,500	12,750	13,000
	4.57	4.69	4.81	4.93	5.05	5.17	5.29	5.41	5.53	5.65	5.77	5.89	6.01	6.13	6.25

SCHEDULE "D"

Groundskeeper
Senior Ward Clerk
Senior Terminal Oper.

	10,000	10,214	10,428	10,642	10,856	11,070	11,284	11,498	11,712	11,926	12,140	12,354	12,568	12,782	13,000
	4.81	4.91	5.01	5.12	5.22	5.32	5.43	5.53	5.63	5.73	5.84	5.94	6.04	6.15	6.25

SCHEDULE "D-1"

Principal Clerk Typist

	10,000	10,250	10,500	10,750	11,000	11,250	11,500	11,750	12,000	12,250	12,500	12,750	13,000	13,250	13,500
	4.81	4.93	5.05	5.17	5.29	5.41	5.53	5.65	5.77	5.89	6.01	6.13	6.25	6.37	6.49

SCHEDULE "D-2"

Oper. Room Tech.
Bldg. Mtc. Foreperson

	10,000	10,321	10,642	10,963	11,284	11,605	11,926	12,247	12,568	12,889	13,210	13,531	13,852	14,173	14,500
	4.81	4.96	5.12	5.27	5.43	5.58	5.73	5.89	6.04	6.20	6.35	6.51	6.66	6.81	6.97

SCHEDULE "D-3"

Account Clerk
Admitting Clerk
Medical Trans.

	10,500	10,678	10,856	11,034	11,212	11,390	11,568	11,746	11,924	12,102	12,280	12,458	12,636	12,814	13,000
	5.05	5.13	5.22	5.31	5.39	5.48	5.56	5.65	5.73	5.82	5.90	5.99	6.08	6.16	6.25

SCHEDULE "D-4"

Coord. Pt. Anc. Svc.

EKG Tech.

Secretarial Asst.

Asst. Food Sv. Supv.

Senior Medical Trans.

Senior Pers. Clerk

SCHEDULE "D-5"

Hospital Guard

Med. Record A/C

SCHEDULE "E-1"

Computer Oper.

Mtc. Repairperson

Senior EKG Tech.

SCHEDULE "E-2"

EKG/EKG Tech.

Phys. Ther. Asst.

Respiratory Tech.

Sr. Accel. Clerk

Sr. Admit. Clerk

SCHEDULE "F-1"

Sr. Computer Oper.

Sr. EKG/EKG Tech.

Sr. Mtc. Repair

SCHEDULE "F-1"

Painter

SCHEDULE "F-2"

Pr. Accel. Clerk

SCHEDULE "F-3"

Med. Soc. Work.

Stat. Fireman

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Max
SCHEDULE "D-4"	10,500	10,750	11,000	11,250	11,500	11,750	12,000	12,250	12,500	12,750	13,000	13,250	13,500	13,750	14,000
SCHEDULE "D-5"	5.05	5.17	5.29	5.41	5.53	5.65	5.77	5.89	6.01	6.13	6.25	6.37	6.49	6.61	6.73
SCHEDULE "E-1"	11,000	11,178	11,356	11,534	11,712	11,890	12,068	12,246	12,424	12,602	12,780	12,958	13,136	13,314	13,500
SCHEDULE "E-2"	5.29	5.37	5.46	5.55	5.63	5.72	5.80	5.89	5.97	6.06	6.14	6.23	6.32	6.40	6.49
SCHEDULE "E-2"	11,000	11,214	11,428	11,642	11,856	12,070	12,284	12,498	12,712	12,926	13,140	13,354	13,568	13,782	14,000
SCHEDULE "E-2"	5.29	5.39	5.49	5.60	5.70	5.80	5.91	6.01	6.11	6.21	6.32	6.42	6.52	6.63	6.73
SCHEDULE "E-2"	11,500	11,714	11,928	12,142	12,356	12,570	12,784	12,998	13,212	13,426	13,640	13,854	14,068	14,282	14,500
SCHEDULE "E-2"	5.53	5.63	5.74	5.84	5.94	6.04	6.15	6.25	6.35	6.46	6.56	6.66	6.76	6.87	6.97
SCHEDULE "F-1"	12,000	12,178	12,356	12,534	12,712	12,890	13,068	13,246	13,424	13,602	13,780	13,958	14,136	14,314	14,500
SCHEDULE "F-1"	5.77	5.86	5.94	6.03	6.11	6.20	6.28	6.37	6.45	6.54	6.63	6.71	6.80	6.88	6.97
SCHEDULE "F-1"	12,000	12,214	12,428	12,642	12,856	13,070	13,284	13,498	13,712	13,926	14,140	14,354	14,568	14,782	15,000
SCHEDULE "F-1"	5.77	5.87	5.98	6.08	6.18	6.28	6.39	6.49	6.59	6.70	6.80	6.90	7.00	7.11	7.21
SCHEDULE "F-1"	12,500	12,642	12,784	12,926	13,068	13,210	13,352	13,494	13,636	13,778	13,920	14,062	14,204	14,346	14,500
SCHEDULE "F-1"	6.01	6.08	6.15	6.21	6.28	6.35	6.42	6.49	6.56	6.62	6.69	6.76	6.83	6.90	6.97
SCHEDULE "F-1"	12,700	12,878	13,056	13,234	13,412	13,590	13,768	13,946	14,124	14,302	14,480	14,658	14,836	15,014	15,200
SCHEDULE "F-1"	6.11	6.19	6.28	6.36	6.45	6.53	6.62	6.71	6.79	6.88	6.96	7.05	7.13	7.22	7.31

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Max
SCHEDULE "G"															
Mtc. Repair Fore.															
Cook II															
	13,000	13,178	13,356	13,534	13,712	13,890	14,068	14,246	14,424	14,602	14,780	14,958	15,136	15,314	15,500
	6.25	6.34	6.42	6.51	6.59	6.68	6.76	6.85	6.94	7.02	7.11	7.19	7.28	7.36	7.45
SCHEDULE "G-1"															
Supv. Acct. Clerk	13,500	13,642	13,784	13,926	14,068	14,210	14,352	14,494	14,636	14,778	14,920	15,062	15,204	15,346	15,500
	6.49	6.56	6.63	6.70	6.76	6.83	6.90	6.97	7.03	7.11	7.17	7.24	7.31	7.38	7.45
SCHEDULE "G-2"															
Prin. Med. Rec. Clerk	14,000	14,142	14,284	14,426	14,568	14,710	14,852	14,994	15,136	15,278	15,420	15,562	14,704	15,846	16,000
Cook I	6.73	6.80	6.87	6.94	7.00	7.07	7.14	7.21	7.28	7.35	7.41	7.48	7.55	7.62	7.69
SCHEDULE "G-3"															
Accountant	14,000	14,178	14,356	14,534	14,712	14,890	15,068	15,246	15,424	15,602	15,780	15,958	16,136	16,314	16,500
Med. Technologist	6.73	6.82	6.90	6.99	7.07	7.16	7.24	7.33	7.42	7.50	7.59	7.67	7.76	7.84	7.93
Resp. Ther. Tech.															
X-ray Tech.															
SCHEDULE "H"															
Sr. Med. Tech.	15,000	15,214	15,428	15,642	16,856	16,070	16,284	16,498	16,712	16,926	17,140	17,354	17,568	17,782	18,000
Sr. X-ray Tech.	7.21	7.31	7.42	7.52	7.62	7.73	7.83	7.93	8.04	8.14	8.24	8.34	8.45	8.55	8.65
SCHEDULE "H-1"															
Physical Therapist	15,000	15,250	15,500	15,750	16,000	16,250	16,500	16,750	17,000	17,250	17,500	17,750	18,000	18,250	18,500
	7.21	7.33	7.45	7.57	7.69	7.81	7.93	8.05	8.17	8.29	8.41	8.53	8.65	8.77	8.89
SCHEDULE "H-2"															
Nuclear Med. Tech.	15,500	15,714	15,928	16,142	16,356	16,570	16,784	16,998	17,212	17,426	17,640	17,854	18,068	18,282	18,500
Ultrasound Tech.	7.45	7.56	7.66	7.76	7.86	7.97	8.07	8.17	8.28	8.38	8.48	8.58	8.69	8.79	8.89
SCHEDULE "H-3"															
Asst. Chief X-Ray Tech.	16,000	16,178	16,356	16,534	16,712	16,890	17,068	17,246	17,424	17,602	17,780	17,958	18,136	18,314	18,500
	7.69	7.78	7.86	7.95	8.04	8.12	8.21	8.29	8.38	8.46	8.55	8.63	8.72	8.81	8.89
SCHEDULE "H-4"															
Pharmacist	19,500	19,785	20,070	20,355	20,640	20,925	21,210	21,495	21,780	22,065	22,350	22,635	22,920	23,205	23,500
	9.38	9.51	9.65	9.79	9.92	10.06	10.20	10.33	10.47	10.61	10.75	10.88	11.02	11.16	11.30

EFFECTIVE JANUARY 1, 1983

Progression Guide - # 2

NOTE: Hourly Rates are noted below annual salary.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Max.
SCHEDULE "A"															
Central Supply Aide	9,002	9,180	9,372	9,564	9,757	9,949	10,141	10,333	10,526	10,718	10,910	11,102	11,295	11,487	11,679
Dark Room Aide	4.33	4.41	4.51	4.60	4.69	4.78	4.88	4.97	5.06	5.15	5.25	5.34	5.43	5.52	5.62
Laboratory Assistant															
Linen Room Attendant															
Respiratory Therapy Aide															
Telephone Operator															
SCHEDULE "A-1"															
Physical Therapy Aide	9,002	9,180	9,411	9,642	9,873	10,104	10,336	10,567	10,798	11,029	11,260	11,491	11,722	11,953	12,185
Receptionist	4.33	4.41	4.53	4.64	4.75	4.86	4.97	5.08	5.19	5.30	5.41	5.53	5.64	5.75	5.86
SCHEDULE "A-2"															
Food Service Worker	9,002	9,180	9,488	9,796	10,103	10,411	10,719	11,027	11,335	11,642	11,950	12,258	12,566	12,874	13,181
	4.33	4.41	4.56	4.71	4.86	5.01	5.15	5.30	5.45	5.60	5.75	5.89	6.04	6.19	6.34
SCHEDULE "A-3"															
Building Service Worker	9,002	9,180	9,566	9,951	10,337	10,722	11,108	11,493	11,879	12,264	12,650	13,036	13,421	13,807	14,192
Building Maintenance Worker	4.33	4.41	4.60	4.78	4.97	5.16	5.34	5.53	5.71	5.90	6.08	6.27	6.45	6.64	6.82
SCHEDULE "B"															
Cashier	9,542	9,720	9,912	10,104	10,297	10,489	10,681	10,873	11,066	11,258	11,450	11,642	11,835	12,027	12,219
Clerk Typist	4.59	4.67	4.77	4.86	4.95	5.04	5.14	5.23	5.32	5.41	5.51	5.60	5.69	5.78	5.88
Senior Central Supply Aide															
Senior Linen Room Attendant															
SCHEDULE "B-1"															
Respiratory Therapy Tech. Trainee															
Medical Records Clerk	9,542	9,720	9,951	10,182	10,413	10,644	10,876	11,107	11,338	11,569	11,800	12,031	12,262	12,493	12,725
Pharmacy Aide	4.59	4.67	4.78	4.90	5.01	5.12	5.23	5.34	5.45	5.56	5.67	5.78	5.90	6.01	6.12
SCHEDULE "B-2"															
Hospital Attendant	9,542	9,720	9,990	10,260	10,530	10,800	11,070	11,340	11,610	11,880	12,150	12,420	12,690	12,960	13,230
Principal Clerk	4.59	4.67	4.80	4.93	5.06	5.19	5.32	5.45	5.58	5.71	5.84	5.97	6.10	6.23	6.36
SCHEDULE "B-3"															
Stock Clerk	9,542	9,720	10,028	10,336	10,643	10,951	11,259	11,567	11,875	12,182	12,490	12,798	13,106	13,414	13,721
Senior Food Service Worker	4.59	4.67	4.82	4.97	5.12	5.27	5.41	5.56	5.71	5.86	6.01	6.15	6.30	6.45	6.60
Senior Receptionist															
Sr. Telephone Operator															

SCHEDULE "C"

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Max.
Ward Clerk															
Terminal Operator	10.082	10.260	10.452	10.644	10.837	11.029	11.221	11.413	11.606	11.798	11.990	12.182	12.375	12.567	12.759
Senior Clerk Typist	4.85	4.93	5.03	5.12	5.21	5.30	5.40	5.49	5.58	5.67	5.76	5.86	5.95	6.04	6.13

SCHEDULE "C-1"

Dietician	10.082	10.260	10.491	10.722	10.953	11.184	11.416	11.647	11.878	12.109	12.340	12.571	12.802	13.033	13.265
Personnel Clerk	4.85	4.93	5.04	5.16	5.27	5.38	5.49	5.60	5.71	5.82	5.93	6.04	6.16	6.27	6.38
Medical Audit Technician															

SCHEDULE "C-3"

Senior Building Serv. Mk.	9.635	9.720	10.106	10.491	10.877	11.262	11.648	12.033	12.419	12.804	13.190	13.576	13.961	14.347	14.732
Senior Main. Service Mk.	4.54	4.67	4.86	5.04	5.23	5.41	5.60	5.79	5.97	6.16	6.34	6.53	6.71	6.90	7.08

SCHEDULE "C-4"

Senior Hosp. Attendant	10.010	10.260	10.530	10.800	11.070	11.340	11.610	11.880	12.150	12.420	12.690	12.960	13.230	13.500	13.770
Medical Stenographer	4.81	4.93	5.06	5.19	5.32	5.45	5.58	5.71	5.84	5.97	6.10	6.23	6.36	6.49	6.62
Senior Medical Records Clerk															

SCHEDULE "D"

Groundskeeper	10.586	10.800	11.031	11.262	11.493	11.724	11.956	12.187	12.418	12.649	12.880	13.111	13.342	13.573	13.805
Senior Ward Clerk	5.09	5.19	5.30	5.41	5.53	5.64	5.75	5.86	5.97	6.08	6.19	6.30	6.41	6.53	6.64
Senior Terminal Oper.															

SCHEDULE "D-1"

Principal Clerk Typist	10.586	10.800	11.070	11.340	11.610	11.880	12.150	12.420	12.690	12.960	13.230	13.500	13.770	14.040	14.310
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SCHEDULE "D-2"

Oper. Room Tech.	10.586	10.800	11.147	11.493	11.840	12.187	12.533	12.880	13.227	13.573	13.920	14.267	14.613	14.960	15.307
Bldg. Mtc. Foreperson	5.09	5.19	5.36	5.53	5.69	5.86	6.03	6.19	6.36	6.53	6.69	6.86	7.03	7.19	7.36

SCHEDULE "D-3"

Account Clerk	11.162	11.340	11.532	11.724	11.917	12.109	12.301	12.493	12.686	12.878	13.070	13.262	13.455	13.647	13.839
Admitting Clerk	5.37	5.45	5.54	5.64	5.73	5.82	5.91	6.01	6.10	6.19	6.28	6.38	6.47	6.56	6.65
Medical Trans.															

	STEP 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step12	Step13	Step14	Max
SCHEDULE "D-4"															
Coord. Pt. Anc. Svc.															
EKG Tech.															
Secretarial Asst.															
Asst. Food Sv. Supv.	11,090	11,340	11,610	11,880	12,150	12,420	12,690	12,960	13,230	13,500	13,770	14,040	14,310	14,580	14,850
Senior Medical Trans.	5.33	5.45	5.58	5.71	5.84	5.97	6.10	6.23	6.36	6.49	6.62	6.75	6.88	7.01	7.14
Senior Pers. Clerk															
SCHEDULE "E"															
Hospital Guard															
Med. Record A/C	11,702	11,880	12,072	12,264	12,457	12,649	12,841	13,033	13,226	13,418	13,610	13,802	13,995	14,187	14,379
	5.63	5.71	5.80	5.90	5.99	6.08	6.17	6.27	6.36	6.45	6.54	6.64	6.73	6.82	6.91
SCHEDULE "F-1"															
Computer Oper.															
Itc. Repairperson	11,702	11,880	12,111	12,342	12,554	12,804	13,036	13,267	13,498	13,729	13,960	14,191	14,422	14,653	14,885
Senior EKG Tech.	5.63	5.71	5.82	5.93	6.04	6.16	6.27	6.38	6.49	6.60	6.71	6.82	6.93	7.05	7.16
SCHEDULE "F-2"															
EKG/EKG Tech.															
Phys. Ther. Asst.	12,206	12,420	12,651	12,882	13,113	13,344	13,576	13,807	14,038	14,269	14,500	14,731	14,962	15,193	15,425
Respiratory Tech.	5.87	5.97	6.08	6.19	6.30	6.42	6.53	6.64	6.75	6.86	6.97	7.08	7.19	7.30	7.42
Sr. Acct. Clerk															
Sr. Admt. Clerk															
SCHEDULE "F"															
Sr. Computer Oper.	12,782	12,960	13,152	13,344	13,537	13,729	13,921	14,306	14,498	14,690	14,882	15,075	15,267	15,459	15,660
Sr. EKG/EKG Tech.	6.15	6.23	6.32	6.42	6.51	6.60	6.69	6.88	6.97	7.06	7.16	7.25	7.34	7.43	7.53
Sr. Mtc. Repair															
SCHEDULE "F-1"															
Painter	12,782	12,960	13,191	13,422	13,653	13,884	14,116	14,347	14,578	14,809	15,040	15,271	15,502	15,733	15,965
	6.15	6.23	6.34	6.45	6.56	6.68	6.79	6.90	7.01	7.12	7.23	7.34	7.45	7.56	7.68
SCHEDULE "F-2"															
Pt. Acct. Clerk	13,358	13,500	13,653	13,807	13,960	14,113	14,267	14,420	14,574	14,727	14,880	15,034	15,187	15,340	15,494
	6.42	6.49	6.56	6.64	6.71	6.79	6.86	6.93	7.01	7.08	7.15	7.23	7.30	7.38	7.45
SCHEDULE "F-3"															
Med. Soc. Work.	13,538	13,716	13,908	14,100	14,293	14,485	14,677	14,869	15,062	15,254	15,446	15,638	15,831	16,023	16,215
Stat. Fireman	6.51	6.59	6.69	6.78	6.87	6.96	7.06	7.15	7.24	7.33	7.43	7.52	7.61	7.70	7.80

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Max
SCHEDULE "G"															
Mec. Repair Fore. Cook II	13,862	14,040	14,232	14,424	14,617	14,809	15,001	15,193	15,386	15,578	15,770	15,962	16,155	16,347	16,539
SCHEDULE "G-1"	6.66	6.75	6.84	6.94	7.03	7.12	7.21	7.30	7.40	7.49	7.58	7.67	7.77	7.86	7.95
	14,438	14,580	14,733	14,887	15,040	15,193	15,347	15,500	15,654	15,807	15,960	16,114	16,267	16,420	16,574
SCHEDULE "G-2"	6.94	7.01	7.08	7.16	7.23	7.30	7.38	7.45	7.53	7.60	7.67	7.75	7.82	7.89	7.97
	14,978	15,120	15,273	15,427	15,580	15,733	15,887	16,040	16,194	16,347	16,500	16,654	16,807	16,960	17,114
Prin. Med. Rec. Clerk Cook I	7.20	7.27	7.34	7.42	7.49	7.56	7.64	7.71	7.79	7.86	7.93	8.01	8.08	8.15	8.23
SCHEDULE "G-3"															
Accountant Med. Technologist Resp. Ther. Tech. X-ray Tech.	14,978	15,120	15,312	15,504	15,697	15,889	16,081	16,273	16,466	16,658	16,850	17,042	17,235	17,427	17,619
SCHEDULE "H"	7.20	7.27	7.36	7.45	7.55	7.64	7.73	7.82	7.92	8.01	8.10	8.19	8.29	8.38	8.47
	15,986	16,200	16,431	16,662	16,893	17,124	17,356	17,587	17,818	18,049	18,280	18,511	18,742	18,973	19,205
SCHEDULE "H-1"	7.69	7.79	7.90	8.01	8.12	8.23	8.34	8.46	8.57	8.68	8.79	8.90	9.01	9.12	9.23
	15,986	16,200	16,470	16,740	17,010	17,280	17,550	17,820	18,090	18,360	18,630	18,900	19,170	19,440	19,710
SCHEDULE "H-2"	7.69	7.79	7.92	8.05	8.18	8.31	8.44	8.57	8.70	8.83	8.96	9.09	9.22	9.35	9.48
	16,526	16,740	16,971	17,202	17,433	17,664	17,896	18,127	18,358	18,589	18,820	19,051	19,282	19,513	19,745
SCHEDULE "H-3"															
Asst. Chief X-Ray Tech.	7.95	8.05	8.16	8.27	8.38	8.49	8.60	8.72	8.83	8.94	9.05	9.16	9.27	9.38	9.49
SCHEDULE "H-4"	17,102	17,280	17,472	17,664	17,857	18,049	18,241	18,433	18,626	18,818	19,010	19,202	19,395	19,587	19,779
	8.22	8.31	8.40	8.49	8.59	8.68	8.77	8.88	8.96	9.05	9.14	9.23	9.33	9.42	9.51
SCHEDULE "H-5"	20,775	21,060	21,368	21,676	21,983	22,291	22,599	22,907	23,215	23,522	23,830	24,138	24,446	24,754	25,061
	9.99	10.13	10.27	10.42	10.57	10.72	10.87	11.01	11.16	11.31	11.46	11.61	11.75	11.90	12.05